

# **Arkansas Department of Career Education**

## **Interpreter Job Vacancy Announcement**

Recruitment Period:

Re-advertisement

**Wednesday, September 28, 2016 through Tuesday, October 04, 2016**

Position Number: 22081756

Classification Title: Interpreter Class Code: M050C

Grade C116 Entry Level: \$30,713

The Arkansas Department of Career Education-Rehabilitation Services Division is recruiting for an Interpreter position. Interpreter is responsible for providing interpretive services for the hearing impaired. This position is located in the ICAN Office, 900 W. Capitol Ave., Little Rock, Arkansas 72201.

Thoroughly read the attached Interpreter Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

### Employment Application Procedure

Apply online through the Arkansas State Jobs website at <http://www.arstatejobs.com> . Upload your current resume with your employment application.

Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the Arkansas Relay System at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 04:30 p.m., Tuesday, October 04, 2016.

The Arkansas Department of Career Education-Rehabilitation Services Division is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

# **Arkansas Department of Career Education**

## **Fiscal Support Specialist Functional Job Description**

Position Number: 22081756

Classification Title: Interpreter Code: M050C Grade C116

### **Position Summary**

This position responsible for providing interpretive services for the hearing impaired.

### **Education and Professional Work Experience**

The formal education equivalent of a bachelor's degree in Interpretation: American Sign Language/English, special education, social work, or a related field. Must have successfully attained at least a level 3 of the Quality Assurance Screening Test (QAST).

### **Job Responsibilities**

Assess communication levels and education and experience of clients and selects the appropriate mode of communication to use in each interpreting situation including American Sign Language, pidgin, signed English, oral, and mime.

Provide interpreting or appropriate communication support, through the use of manual, oral, and graphic/visual modes of communication, to facilitate understanding between hearing and hearing-impaired persons.

Arrange for contract services as needed and monitors consumer/client satisfaction.

Evaluate clients' need for assistive devices and provides a plan of activity and printed information regarding the use of the equipment.

Provide clients with training in job application and independent living skills.

Design curriculum, prepare course outline, obtain or reproduce books and materials, teach sign language classes, and maintain library of sign language teaching curricula and client files.

Document interpreting assignments with case narratives, compiles data, and prepares activity reports listing source of requests, hours of service, mileage, and transportation provided.

Provide information and/or training/workshops to various groups regarding interpretive services and roles, assistive devices, and advanced signing classes.

May transport clients to medical or legal appointments as needed.

Knowledge of American Sign Language, signed English, and oral, manual, and graphic communication styles.  
Knowledge of the Code of Ethics administered by the Registry of Interpreters for the Deaf.  
Ability to translate spoken English to American Sign Language and vice versa.

Ability to prepare and present oral and written information. Ability to develop, implement, and monitor the programs for the hearing impaired. Ability to teach sign language and give instruction in the use and care of hearing devices.

Performs other duties as assigned.